

16 JAN 1991

BASE ORDER 12300.5D

From: Commanding General
To: Distribution List

Subject: DETAILS OF NONBARGAINING UNIT EMPLOYEES

Ref: (a) Master Labor Agreement (NOTAL)
(b) Negotiated Agreement (NOTAL)

Incl: (1) Details of Nonunit Employees

1. Purpose. To publish command policy and instructions on use of details in making assignments to employees who are excluded from bargaining units. Assignments of bargaining unit employees by detail is discussed in Article 16 of reference (a), or in Article 16 of reference (b) in the case of the Naval Hospital.

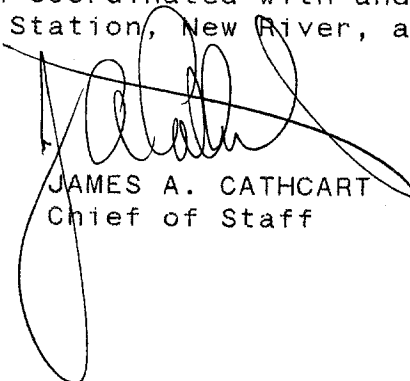
2. Cancellation. BO 12300.5C.

3. Action

a. Managers and supervisors are responsible for controlling work assignments of employees, and will initiate requests for details as required.

b. The Civilian Personnel Director will ensure documentation of details within the provisions of this Order and the references.

4. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River, and the Director, East Coast Commissary Complex.


JAMES A. CATHCART
Chief of Staff

DISTRIBUTION: C

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DETAILS OF NONUNIT EMPLOYEES

1. Detail. A detail is a temporary assignment of an employee to a different position (or set of duties) for a specified period with the employee normally returning to regular duties at the end of the detail. There is no formal position change; officially, the employee continues to hold the position from which detailed and keeps the same status and pay. However, close out performance ratings are required at the expiration of details which exceed 120 days. See BO 12430.4 for information on performance ratings.
2. Permitted Use. Employees may be detailed for any legitimate purpose to meet temporary needs such as:
 - a. Abnormal workloads, special projects, change in mission or organization
 - b. Pending establishment of merit staffing registers, official assignments classification actions or security clearances.
 - c. Required training.
3. Prohibited Use. Detailing employees to other kinds of positions immediately after competitive appointment tends to compromise competitive principles. Except for an emergency detail of 30 days or less, or a detail to facilitate the placement of injured employees in light duty positions, an employee may not be detailed to a different kind of position within three months after appointment from a competitive Civil Service register.
4. Time Limits on Details
 - a. General
 - (1) Although a new time limit applies each time an employee is detailed to a different position, when an employee's service has been performed entirely through a series of details for a year, any extension beyond the year must be justified as to why other appropriate personnel actions cannot be made to perform the work.
 - (2) Employees whose position descriptions specify that they will act in the absence of their supervisor may do so for brief periods without additional documentation. Such assignments for more than 30 consecutive days constitutes a detail and must be documented. Any initial detail and/or extension thereto may be made in increments of no more than 120 days.
 - b. Details to Higher Grade Positions and Positions with Known Promotion Potential. An employee may be detailed to a higher grade position, in 120-day increments, for up to one year. Merit staffing procedures set forth in BO 12335.1E apply to details of more than 120 days.
 - c. Details to Same or Lower Grade Positions. Employees may be detailed to the same or lower grade positions in 120-day increments for up to one year.
 - d. Details to Unclassified Duties. An employee may be detailed to a set of duties which have not been classified, in 120-day increments, for up to one year. If, after the detail becomes effective, a position description of the work assignment is officially classified, the request for extension of detail, if any, will identify the position. There is no requirement, however, to prepare a position description solely to document the detail.

e. Commercial Activities. Details to a department undergoing a Commercial Activity Study may be extended, in 120-day increments, up to two years. However, details within or to a department not covered by the study are subject to the one year limit.

5. Documentation

a. Request. For all details, submit Standard Form (SF) 52, Request for Personnel Action, to the Civilian Personnel Division.

b. Approval. In the case of details of 30 days or less duration, the original SF-52 will become the approving document and will be filed as a permanent document in the employee's Official Personnel Folder. Details of 31-120 days duration and extensions thereto will be approved via SF-50, Notification of Personnel Action. Details of any duration which involve a change in work center will be approved via the SF-50. Changes in work centers only are not details and are not covered by this Order.